

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a lunch break on [specific date] from [start time] to [end time].

The reason for this request is [brief explanation, if necessary]. I will ensure that all my responsibilities are managed appropriately before and after this time.

Thank you for considering my request. Please let me know if you need any further information.

Sincerely,

[Your Name]
[Your Job Title]